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RECAP
of
Answers to Question 1 on Critique

1. What part of Workshop did you find:
   a. Interesting
   b. Beneficial
   c. Informative

   d. Not Useable

	DD/S	DD/I	DD/P	TOTAL
Positive Favorable Replies				
Interesting	32	29	30	91
Beneficial	33	26	36	95
Informative	31	24	25	80
STAT [redacted] Talk				
Interesting	17	10	7	34
Beneficial	20	12	16	48
Informative	20	9	9	38
Records Mgt				
Interesting	10	9	4	23
Beneficial	9	9	6	24
Informative	6	8	7	21
ALL				
Interesting	5	10	19	34
Beneficial	4	5	14	23
Informative	5	7	9	21
Blank (no answer)				
Interesting	4	9	16	29
Beneficial	3	12	10	25
Informative	5	14	21	40
Total Answers	36	38	46	120
Total Attending	38	38	50	126
FOUND NOT USEABLE				
All Ok	10	3	4	17
Blanks	17	31	39	87
RMS	7	3	-	10
STAT [redacted] Talk	1	1	-	2

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DD/S

36

36 subjects of 38 students

Q. Interesting

Filing Facts and Background	(4)	////	////	4 ✓
Introduction + Explanation to SN	(1)	/	/	1 ✓
STAT [redacted] talk	(1)	/	/	1 ✓
Classification of Letters	(3)	///	///	3 ✓
Explanation of Subject + Case files	(1)	/	/	1 ✓
SN System Jim	(7)	//// //	////	5 ✓
Use of HB	(1)	/	/	1 ✓
Slides	(6)	//// /	////	5 ✓
Before + After Drawers ~~Extract~~	(1)	/	/	1 ✓
Material to be Sent to Record Center	(1)	/	/	1 ✓
Forms and Aids	(1)	/	/	1 ✓
All	(5)	////	////	5 ✓
Blanks	(4)	////	////	4 ✓
Clinic (questions)	(2)	//	//	2 ✓
~~Installing~~ a Filing System	(1)	/	/	1 ✓

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b. Beneficial

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Installing a Filing System	(7)	𝍸 ||	𝍸 ||	7
STAT [redacted] Talk	(4)	||||	||	2
Use of Handbook	(8)	𝍸 |||	𝍸 |||	8
Classification of Letters	(7)	𝍸 ||	𝍸 |	6
SP System	(4)	||||	|||	3
Forms and Aids	(2)	||		
Slides	(1)	|	|	1
Clinics	(2)	||	|	1
All	(4)	||||	|||	4
Blanks	(3)	|||	||	3

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C. Informative

5	𝍸	Installing a Filing System	(5)	𝍸
3	𝍸	S N System	(4)	𝍸 1
1 1		sub no base		
2	𝍸	Use of Handbook	(3)	𝍸
3	𝍸	Classification of Letters	(4)	𝍸 1
4	𝍸	Forms and Aids	(5)	𝍸
1		[redacted]		
STAT	1	[redacted] Talk	(3)	𝍸
4	𝍸 1	Slides	(4)	𝍸 1
1	1.	Cost of Eqt + Savings by Standardizing	(1)	1
1	1.	Cost of Filing + its size	(1)	1
		Clinic	(1)	1
5	𝍸	All	(5)	𝍸
5	𝍸	Blanks	(5)	𝍸

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Unuseable

Nothing — (2) |||| ||
all was fine + useable (3) |||
Blanks — (17) |||| |||| |||| |||| ||

(36)

Slides — (4) ||||
Filing Facts + Background (1) |
S N System — (1) |
Slides Not important — (2) ||
Explanation of Case Files — (1) |

~~(Possibly misread the word Unuseable to be something else)~~

~~CSS System~~

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2. a - Yes (25) 𝍸 𝍸 𝍸 𝍸 𝍸 2 (36)
No (1) I
Blank (6) 𝍸 I
NA - (4) IIII

b - Yes (16) 𝍸 𝍸 𝍸 I
No (1) I
Blank (15) 𝍸 𝍸 𝍸
NA - (4) IIII (36)

3. Blank — (18) 𝍸 𝍸 𝍸 𝍸 III
NA — (4) IIII
Yes - (14) 𝍸 𝍸 IIII

4 a Yes — 𝍸 𝍸 𝍸 𝍸 𝍸 (25)
No — II (2) NA - I (1)
Blank — 𝍸 III (8)

b. ——— —
Blank — 𝍸 𝍸 𝍸 𝍸 II (22)
NO — 𝍸 𝍸 I (14)

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5. Elaborate on: Blank 𝍸 𝍸 𝍸 𝍸 |||

How to file memo w/ several possible subjects -1

cost of Filing eqt and ways to save -1

More ~~example~~ letters -𝍸 |

Emphasis importance of good filing -1

Cross Referencing -1

Breakdown of secondary categories -1

Case files
well covered (No change) -1

Add to workshop: Blank 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 ||

More Example letters -11

Get more response from audience -1

No change -1

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6 Who should attend: Blank - ||||

Working File Clerks — |||| |||| |||

File Supervisors — |||| |||| |||| |||| |

Secretaries — |||| |||| |

Admin Asst's. — ||||

Everyone who files — |||| ||||

Branch Chiefs — ||

Staff & Div. Chiefs — ||

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(36)

7. Remarks. Blank - ||| |||| |||

- Very Beneficial refresher course —||
- Very Interesting + Profitable —|||
- Helpful refresher course and already have ~~ideas~~ to improve my files — |
- Most useful — should be 2 days - More details - more examples
- More on Rec Schedule which is missed in ~~many~~ offices + is big help to clear files
- Talks sometimes drawn out and dull.
- Meeting made me cautious of cost of wasteful filing + need for retiring recds
- Very Well presented.
- Handbook will be helpful in my office — More should follow Workshop.
- I don't need this course, I'm a secretary not a file clerk.
- Interesting + Informative but ~~dragged~~ to boring at times.
- Enjoyed workshop & will make consistent use of ~~my~~ filing System.
- Hope it will help others as it did me — Thanks.
- Interesting + Enjoyable — Many filing problems arise but I suppose they are peculiar to that office.
- Interesting, Informative, + will be beneficial when used.
- Very Profitable — You couldn't cover more w/o getting into individual offices.
- Congratulations, I enjoyed Workshop very much. It was well planned + presented.
- You all did a very good Job. Thanks for your thoughtfulness too.
- ~~Good~~ Served ~~—~~ as a beneficial refresher course for anyone concerned w/ filing
- Since everyone files or searches at some time or other this course could help everyone.

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DP/1

all — 𝍸 𝍸 |

(38) collected from 38 students

Interesting Blank — 𝍸 ||||

Facts & Background — ||||

Case Files — |

Slides — ||||

Set up of files — ||

S N System — |||

How it works — ||

HB — |

Classifying & Filing — ||

(10) (9) (4) (1) (4) (2) (3) (2) (1) (2)

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38

	all — 1111	5
Beneficial	Blank — 1111 1111 11	12
	System — 1111	5
RMS	How to stop Sys — 11	2
RMS	Installing Sys — 1111	4
	Keeps track — 1	1
RMS	Question period — 111	3
	Forms + aids — 1	1
	HB — 11	2
	Clarifying — 11	2
	Index — 1	1

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(37)

all — ||||| || (7)

Information — Blank — ||||| ||||| |||| (14)

RMS Installing File — || (2)

RMS Filing Facts — || (2)

Forms — || (2)

RMS Breaking Files — | (1)

SN Syst — |||| (4)

RMS Questions — | (1)

Changing — | (1)

Miss Hopkins Talk — || (2)

RMS Conversion — | (1)

RMS Slides — | (1)

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(38)

Not Useable

None – III (3)

Blank – 𝍸 𝍸 𝍸 𝍸 𝍸 I (31)

Classifying of Letter – I (1)

Filing Facts – II (2)

Skills – I (1)

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2 a — Worthwhile (38)

Blank — 1++ +++ || (12)

Yes — +++ +++ +++ +++ | (26)

b - Beneficial — (38)

Blank — +++ +++ +++ +++ || (22)

Yes - +++ +++ +++ (15)

No — 1 (1)

25
26

17

115
16
38
169
68
13

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(30)

3 Encourage me Blank — 𝍸 𝍸 𝍸 |||| (19)

No — 1 were Projects. (1)

Yes — 𝍸 𝍸 ||| (13)

NA — 𝍸 (5)

4 Can you install it.

Yes — 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 |||| (34)

Blank — ||| (3)

NA — 1 (1)

too many omission

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(38) (28)

5 — Elaborate on . Blank - ~~||||| |||| |||| |||| |||~~ |||

All use same numbers. - 1 (1)

Retiring Files — 1 (1)

More Practice letters - 11 (2)

Collection & Production - 1 (1)

Project Files — 1 (1)

Numbers on Folders - 1 (1)

Index. — 1 (1)

Overseas Letter + Memo for record — 1 (1)

Subject Breakdown - 1 (1)

(33) (34)

6. add. Blank ~~|||||| ||| |||| |||| ||||~~ ||||

Tips on Case files - 1 (1)

More practice letters — 1 (1)

Out cards + overnight boxes — 1 (1)

Project Files NIE NIS Staff Studies - 1 (1)

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7, Remarks Blank. - 9 HHT HHT HHT II

I will be more sure of myself after this course.
Beneficial Session + inspiration to clean up + update files.
Worthwhile + enjoyable day.
This would help others using or installing System.
Excellent course + all in clerical field should attend.
Helpful. — 1
We have many old records, I will tell RO about our RCS.
Interesting + Beneficial.
Fine Program
Excellent way of filing.
Workshop should be held 2 or 3 times a yr.

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6. Who should attend? Blank - III

all who deal w/ file - 𝍸 III
file clerks 𝍸 𝍸 IIII
file Supvr. — 𝍸 𝍸 IIII
Secy — I𝍸 I𝍸 𝍸 𝍸
Adm Ass. — 𝍸 I𝍸 II
Analysts — II
Brnch Secys up — II
AROs — I
Chiefs — III

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Catalogue RDP Workshop

46 from 50 students

[redacted] left early
1 quit would mail it
2 not rec'd.

Interesting

all	𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸	(19)
RMS	How to set up SN — 11	(2)
	[redacted] — 1	(1)
	SN System — 11	(2)
	Handbook Discussion — 11	(2)
RMS	Presentation — 1	(1)
	Explanation of system — 1	(1)
	Clarification of [redacted] 11	(2)
	Blank — 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 1	(16)

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(10)

Blanks - |||| |||| —

Beneficial

Intro of System + Installing - 11 (2)

STAT [redacted] — 11 (2)

SN System - |||| (4)

all — ||| |||| / || (13)

Handbook — 11 (2)

Classification + Installing Sys. - 1 (1)

RMS Ease of Installation — 1 (1)

RMS Will help in future Jobs — 1 (1)

SN Sys + Class — 1 (1)

Actual use of HB + Filling instr. — 1 (1)

RMS Check list — 1 (1)

Use of HB + How to use it — 1 (1)

RMS Installing SN - 1 (1)

Filling Instr — 1 (1)

RMS Good for Admin Office - 11 (2)

HB Index — 1 (1)

None — 1 (all) (1)

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Informative

all – |||| |||| |||| (9)

Blank – |||| |||| |||| |||| (20)

RMS Explanation of Subj + Cover files – 1 (1)

RMS Slides – 11 (2)

STAT HB + [redacted] Comment – 1 (1)

SN System – 11 (2)

HB Discussion – 1 (1)

RMS Phone + Name where help can be obtained – 1 (1)

HB + Guide Materials – 1 (1)

HB – 11 (2)

RMS Installing Syst. – 1 (1)

Use of Index – 1 (1)

Filing Instr – 1 (1)

RMS Service offered by Mgt – 1 (1)

RMS Background + Facts – 1 (1)

None in my office – 1 Blank (1)

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Not Useable

(39)

Blank - 𝍸 𝍸 𝍸

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2a. We use System - Day worthwhile

Blank - 28
Yes - 17
No - 1

b. Don't have System - Day worthwhile

Yes - 38
Blank - 6
No - 2

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3. Would you Recommend SN because of Workshop? (46)

Yes - 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 | (47)
Blank - 111 (3)
No - 11 (2)

4. Was System adequately covered for you to install it -

Yes 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 1111 (39)
Blank - 111 (3)
Yes But - 1 (1) not useable
N.A - 1 (1)
No - 11 (2)

Or too much omitted -

Blank - 𝍸 𝍸 𝍸 𝍸 𝍸 𝍸 1 (31)
No - 𝍸 𝍸 (10)
? - 11 (2)
Yes - 11 (2)
NA - 1 (0)

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5 Elaborate on:

Blank — ||| ||| ||| ||| ||| ||| (30) (46)

Instr. for Installing System - 1 (1)

Cross Ref — 11 (2)

None — ||| 11 (7)

NA - 1 (1)

Operational Field - Project, Contracts, Agent File - 1 (1) (Proper method of setting up files.)

Location of material in DD/P (1)

What kind of enforcement will be employed — A survey of cases should be made. (1)

Documents which should be filed + retained - Who makes this decision. (1)

File unique to DD/P

Put into Workshops.

Blank - ||| ||| ||| ||| ||| ||| ||| NA - 11 (35) (2)

Mail Practice letters — 1 (1)

Filing RYBAT - TS Material - 1 (1)

More Operational filing Procedures - 10

Filing TS document — 11 (2)

Emphasize destruction of duplicate material — 1 (1)

Titles + numbers used for DD/P files. (1)

none - 1 (1)

USSR relations - 1 (1) (46)

& International Communism

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Who should attend. Blank - 5

Working File Clerks - 22

File Supervisors - 26

Secretaries - 30

Admin Assistants - 25

Information Control Clerks - 1

Intell Assistants - 1

Supervisors - 3

all Personnel using files - 6

Desk Record Officers - 1

Div. RMOs - 2

Offices Heads - 2

Clerks - 1

Mail Clerks, - 1

Div Reps - 1

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26
20
16

(26)

Remarks: Blank - ||||-||||-||||-||||-||||-|

— Interesting & Profitable - 1

✓ Consider Sensetive material in Special files vs Personnel files - 1

✓ " Supervisors removing a looking papers w/o advising Clerk - 1

— Enjoyable, Helpful + will use it - 1

— Well planned & organized - appreciate cordial, thoughtful treatment - 1

— Beneficial to all working with files - 1

✓ Does not apply to me but my Secy's files need correcting - 1

✓ TOO much time spent introducing speakers.

✓ Does not apply in my office - Bulletin should explain course better - 1

— Very Good Presentation - 11

— System has many advantages

— Beneficial + Pleasant day. Material applies to my files.

— Well conducted and very interesting - 1

— Well planned, pleasant and practical

✓ Course Beneficial on a wide Scale - Limited in Small Specialized Branches.

— Interesting. Informative + should be standard for everyone.

✓ More from file room + registry Should attend.

— Thorough + Complete course.

✓ Break it into 2 half day sessions.

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